



P.O. Box 903417
SACRAMENTO, CA 94203-4170

RECORD REVIEW INSTRUCTIONS
(Live-Scan)

California Penal Code Sections 11120 through 11127 afford persons an opportunity to obtain a copy of their record, if any, contained in the files of the California Bureau of Criminal Identification and Information and refute any erroneous or inaccurate information contained therein.

You may use the information you receive to answer questions regarding past criminal history, or to complete an application or questionnaire. However, this process is not to be used to obtain a copy of your record to furnish to another person or agency for immigration, visa, employment, licensing, or certification purposes (refer to California Penal Code Section 11125).

GUIDELINES FOR COMPLETING
“REQUEST FOR LIVE SCAN SERVICE” FORM (BCII RR8016)

| CATEGORY | INSTRUCTION | COMMENT |
|--|--|--|
| 1) Type of Application | Place a check mark or “X” in the Record Review Box | This is mandatory field and must be completed. |
| 2) Reason for Application: | Write a brief explanation of why you need a copy of your criminal history record. | Example: Personal Use, Verify Accuracy of Record, Update FBI record, Prison visit, to Fill Out an Application |
| 3) Name of Applicant & Personal Descriptors: | Enter your full name, any known alias, date of birth, sex, height, weight, eye & hair color, place of birth, social security number, California driver’s license number. | Name, date of birth, and sex are mandatory fields and must be provided. All others are optional |
| 4) Applicant Address: | Enter your home address. | This is mandatory field and must be completed. |
| 5) Daytime Telephone Number | Enter telephone number you can be reached at from 8:00am to 5:00pm. Please include the area code. | A telephone number is useful in helping to resolve problems which could result in a delay in the processing of your request |
| 6) Mailing Address | If you want the response mailed to your home address, provide your home address again. If you want the response mailed to your attorney, or an address different than your home address, provide the address here. | This is mandatory field and must be completed. The DOJ provides only one copy of your record. We do not mail a copy to both you and your attorney. |

Contact your local Police Department or Sheriff’s Office regarding the availability of “Live-Scan” fingerprinting service, the fee charged by the agency for the taking of your fingerprints, and the types of payment they accept. **Go to the agency you have selected and have your fingerprints taken.** Your total costs will be \$25 plus the fingerprint rolling fee charged by the Live-Scan agency. Beginning January 1, 2004, you may also use the services of a private live scan fingerprint service as long as the live-scan fingerprint technician is certified by the California Department of Justice.

After you have completed the fingerprinting process, mail the DOJ copy of form BCII RR8016 to the Record Review Unit at the address on the form. Your response will be sent by “First Class” mail.

If you have any further questions, contact the Record Review Unit at (916) 227-3835.